

Lusk N.S.

Chapel Road, Lusk, Co. Dublin
Phone/Fax: 8437738
Email: luskns.ias@eircom.net

Parish of St. Maccullin



S.N. Lusca

Bóthar an tSéipeil, Lusca, BÁC
Guthan/Facs: 8437738
Email: luskns.ias@eircom.net

JOB SHARING POLICY: TEACHING STAFF

Introductory Statement

This policy was devised and formulated by the school community, involving Board of Management, parents and staff of Lusk National School, in accordance with the Rules and Regulations of the Department of Education and Science and the C.P.S.M.A.

Ethos

Lusk National School is a co-educational, primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While respect is paid to all religious and/or value systems, Lusk National School is a Catholic school under the patronage of the Archbishop of Dublin.

Compliance with School Ethos

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

Objective: This policy has been drafted by the Board and staff of Lusk National School to clarify procedures related to the granting of leave in the school. "In drawing up this policy, the welfare and educational needs of the pupils shall take precedence over all other considerations" (Circular 75/2015, Section 2.3).

Aims

- a) To ensure the welfare and educational needs of pupils will take precedence in the implementation of this policy.
- b) To ensure that all the stakeholders (Staff, Board of Management and Parents) are aware of the Policy and of the procedures and structures in place facilitating the smooth operation of Job Sharing in Lusk N.S.
- c) To involve representatives of all stakeholders in the drafting of this Policy.

- d) To inform staff members of what is expected of them if/when engaged in a Job Sharing Scheme.
- e) To facilitate the on-going smooth and orderly operation of the Job Sharing Schemes.

Procedures/Guidelines: In drawing up this Policy, the relevant Circulars from the Department of Education and Skills (DES) were consulted to provide guidance in relation to all matters pertaining to Job Sharing in Lusk N.S. and to ensure that the policy was in compliance with DES Guidelines. All persons wishing to apply for Job Sharing are expected to familiarize themselves with the details of the Job Sharing Scheme as outlined in all relevant Circulars from the DES (see www.education.ie), which circulars are subject to review by the DES from time to time. This Job Sharing Policy should be read and understood within the context of all current, relevant DES Circulars. The policy is specific to the needs of Lusk N.S. In framing the Policy on Job Sharing, the welfare and education needs of pupils took precedence over all other considerations.

Appendix 1 is an Addendum to the Job Sharing Policy and addresses matters regarding Inter-School Job Sharing.

1. Eligibility

- 1.1 All permanent teachers employed in Lusk N.S. with at least two years service in a permanent capacity, are eligible to apply for Job Sharing with the exclusion of the Principal, Deputy Principal and Teachers on probation.
- 1.2 There is also a provision for a job-sharing arrangement involving permanent teachers and temporary teachers in cases where no permanent teacher was available to job-share in the teacher's own school. In addition to the conditions which apply in the case of the general job-sharing scheme, the arrangement is subject to the following conditions: -
 - a) the arrangement would apply for one school year
 - b) the temporary teacher would be a fully qualified, probated, Teaching Council registered, Garda-vetted primary teacher with at least two years teaching service in the past.
 - c) the temporary teacher would commit to the Job Sharing Scheme for the duration of the full school year.
 - d) if, for any reason, the temporary teacher left the Job Sharing post, the permanent teacher would return to his/her teaching post on a fulltime basis immediately.

- 1.3 Teachers who are currently on secondment or are going on secondment cannot Job Share for the duration of the secondment. However, a teacher on a Career Break, Secondment, or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis.

2. Number of Teachers to be involved

Please see leave of absence policy.

- 2.1 The maximum number of teachers that may be involved in Job Sharing is outlined in the Lusk N.S. Leave of Absence Policy. (A maximum of 15% of all teaching posts allocated by the DES to the school) In this regard, the Board of Management will have regard to the total number of applications to the BOM in any school year for Career Break, Job Sharing, Secondment, Teacher Exchange, and other forms of long-term leave as allowed by the DES.
- 2.2 It should be noted that the Board of Management is under no obligation to approve Job Sharing arrangements and may as it sees fit refuse some or all applications at its absolute discretion.

3. Duration of Job Sharing Arrangement

- 3.1 The minimum period for which a Job Sharing arrangement may occur is one full school year.
- 3.2 However, the Board of Management reserves the right to review and – if deemed necessary – to terminate a Job Sharing arrangement during a school year if the Board decides that the arrangement is not operating in the best interests of pupils (As per section 12.1 of Circular 75/2015). *At the time of his/her appointment, the temporary (Fixed Purpose) replacement teacher will also be made aware that his/her appointment shall be terminated if the Board decides that a Job Sharing arrangement should be terminated in the best interests of the pupils.*

4. Applying for Job Sharing

- 4.1 Teachers wishing to Job Share should submit the prescribed application form JS1 (attached to circular 75/2015) to the Board of Management before 1st February of the preceding academic year. Teachers already engaged in a Job Sharing Scheme must also abide by this requirement on an annual basis.
- 4.2 A teacher who wishes to extend his/her job sharing arrangement must apply for this extension on an annual basis (Circular 75/2015, 6.2)

5. Approval of a Job Sharing Arrangement

- 5.1 The Principal will be required to appraise the Board of Management in detail regarding a proposal to Job Share. Specifically, the Principal will be asked to outline for the Board:
- The extent to which the two proposed Job Sharers are compatible, co-operative, flexible, and complement each others, skills and professionalism.
 - the levels of organizational and communication skills displayed by the proposed partners, as well as their attendance records.
- 5.2 The Board shall assess each Job Sharing Application in accordance with the guidelines set out in the relevant DES Circulars and in accordance with the terms of this Policy, and shall give its formal decision in writing to the teachers not later than 1st March of the same year. In the event of applications being received in excess of the number of Job Sharing places available in any school year, the Board of Management will adjudicate on the matter.
- 5.3 Taking account of the extent of arrangements to be put in place by the Board to cater for a job sharing post, the applicant will not be permitted to withdraw his/her application after the 14th of April, or from once the replacement teachers contract has been signed, whichever happens first. This will be included in the notice from the school to the teacher.
- 5.4 The Board will list the names of all teachers availing of job sharing arrangements on the annual change of staff form. The job sharing applications will be retained in the school.

6. Plean Oibre

- 6.1 When applying for a Job Share arrangement the teachers shall present a proposed plan oibre for the approval of the Principal by the 1st of March in the year prior to the job share commencing.
- 6.2 Curricular areas – As classes will not have been allocated by March 1st the Plean Oibre will include a proposed curricular timetable and subject plan for the agreement of the Principal. The Plean should provide for the use of the combined talents of both teachers as well as assigning responsibility. The Plean Oibre should also address the need for continuity in the case of brief absences (as Job Sharing teachers cannot substitute for each other). Plans, profiles, record keeping files etc, should be made available for substitute teachers.
- 6.3 Non-curricular areas - The Plean Oibre must address in an appropriate manner the following issues: - the need for planning for an agreed methodology, and an

agreed approach to disciplinary matters. The Plean Oibre should comply with School Policies as outlined in the Plean Scoile. The Plean Oibre should outline the frequency of hand over planning meetings/communications between the applicants to plan and discuss their work. The Plean Oibre should also outline the availability of the teachers for relevant Staff Meetings, and for relevant meetings with parents (Information Meetings, Parent/Teacher Meetings, etc). The Principal will be centrally involved in all stages of the planning of the Job Sharing arrangement. In considering applications for Job Sharing, the Board shall satisfy itself that the Plean Oibre adequately addresses all of the key issues outlined above.

- 6.4 The above will also apply insofar as appropriate to Special Education Team (Resource Teachers, Learning Support and Language Support) teachers involved in Job Sharing

7. Class Levels/Teaching Duties

- 7.1 In deciding the class levels/teaching duties which may involve a Job Sharing Scheme, the welfare and educational needs of pupils take precedence over all other considerations.
- 7.2 Special account must be taken of pupils who might be regarded as vulnerable or having special needs.
- 7.3 Job Sharing will be considered only in relation to classes from first to sixth inclusive. In addition, applications in the areas of Learning Support, Language Support and Resource Teaching will also be considered by the Board of Management.
- 7.4 The allocation of classes/teaching duties must take account of Job Sharing applications and remains the absolute prerogative of the Principal.

8. The Time Sharing Arrangement to be adopted

- 8.1 In deciding the time sharing arrangements to be adopted the welfare and educational needs of pupils take precedence over all other considerations. With this in mind the Board is prepared to endorse either of two options only, namely the week on/week off and split week options. Following consultation with applicant teachers the decision as to which option is approved rests with the Board.
- 8.2 Once a Job Sharing Scheme has commenced, the Board – and particularly the Principal – is required to ensure that detailed short-term planning occurs between the partners. Record keeping is highly significant and an essential feature of Job Sharing, the monitoring of which is the responsibility of the Principal. Job

Sharers are required to maintain a class diary and a pupil profile in which records of progress and important events should be noted.

- 8.3 Each Job Sharing Teacher is required to be available for all relevant staff meetings, team planning meetings and relevant Parent/Teacher Meetings.

9. Parental Involvement

- 9.1 The parents of the class(es) pupils involved with a Job Sharing Scheme will be informed at an appropriate time that their children will be taught by Job Sharing Teachers in the following School Year. In the case of a Mainstream Class, this will normally happen in Term 3, by means of a letter to parents advising them of the decision and inviting them to attend at a meeting in the school if they wish to have further information/clarification regarding the Job Sharing Scheme (Teachers whose Job Sharing Applications have been approved by the Board are required to attend such a Meeting).
- 9.2 In the case of Learning Support/Language Support and Resource Teaching, parents will normally be informed at the beginning of the school year to which the Job Sharing Scheme applies when the pupils concerned have been identified as meriting access to teachers of the Special Education Team.

10. Resignation while Job Sharing

- 10.1 The minimum period of a Job Sharing arrangement is one full School Year. Therefore, a teacher cannot resign from a Job Sharing arrangement to return to teach full time in his/her school during the course of the School Year.
- 10.2 A Job Sharing Teacher who wishes to resign from his/her teaching post (as opposed to resigning from their Job Sharing arrangement) must give the Board of Management (or Boards of Management where an Inter-School Job Sharing Scheme exists) notice in writing in accordance with the teacher's terms of employment. The remaining Job Sharing Teacher must seek another permanent teacher to job share with or alternatively must resume full time teaching. The temporary replacement teacher should also be made aware that his/her appointment shall be terminated arising from the resignation of one of the Job Sharing Teachers.

11. Appointing a Replacement Teacher

- 11.1 Once a Board(s) approves a Job Sharing arrangement any consequential vacancy which arises in the school will be filled in a Temporary (Fixed Purpose) capacity with a fully qualified teacher subject to the requirements of the Rules for National Schools.

- 11.2 An exception arises in the event that one of the Job Sharers has been placed/is due to be placed on the panel for redeployment. In this instance, he/she may defer his/her panel rights to engage in Job Sharing. However, a consequential vacancy will not arise in this case.

12 Position regarding attendance at In-Service Courses (Including Curriculum Courses), “Croke Park Days/Hours, School Planning Days and “Extra Personal Vacation” (EPV) Days

- 12.1 Job Sharing Teachers in Lusk N.S. will make arrangements to “cover for the other teacher” as the need arises during the school year, with both teachers working an equal total number of days by the end of the school year.
- 12.2 Job Sharing Teachers who attend In-Service Courses/School planning days on days they are not due to teach shall be granted leave in lieu of such Courses/Planning Days in respect of the In-Service Course Day(s).
- 12.3 Due to concerns about the total number of teaching days which would be lost if Job Sharing teachers were to avail of six EPV days during the School Year, the Board suggests that a Job Share arrangement should be treated as 1 post i.e. 1 courses attended = 3 days, and 2 courses attended = 4 days.

13. The arrangements and requirements regarding the following issues/responsibilities are outlined in current, relevant Circulars from the DES. These circulars should be consulted by teachers interested in becoming involved (or already involved) in Job Sharing Schemes to ensure clarity of understanding regarding same

a) Posts of Responsibility and Job Sharing; b) Resuming Full Time Teaching; c) Payment of Salary on Resumption to Full Time Teaching; d) Position regarding Reckoning of Service and Seniority for Job Sharing Teachers; e) Leave Entitlements; f) Bereavement Leave/Leave to Look after Sick Relative; g) Sick Leave; H) Maternity/Adoptive Leave/Parental Leave; I) Outside Employment; j) Superannuation

14. Supervision

- 14.1 Job Sharing Teachers shall engage in supervision duty with both teachers sharing one post.

Roles and Responsibilities

It is the responsibility of all the stakeholders (staff, parents and BOM) to familiarise themselves with the terms of this policy and to contribute positively to its on-going implementation within the school setting.

Evaluation/Review

This policy will be subject to evaluation/review on an on-going basis, but not later than the 2019/2020 school year and amendments may be made to the policy in light of

- Feedback from the stakeholders
- The efficient and smooth operation of Job Sharing Scheme(s)
- Benefits to the school arising from the implementation of the Job Sharing policy.
- Revised/New DES Circulars and Guidelines.

Signed: _____

Mr. Lorcan O'Toole,

Chairperson, Board of Management Lusk NS

Date: _____

INTER-SCHOOL JOB SHARING: ADDENDUM TO IN-SCHOOL JOB SHARING POLICY

A. If a member of Lusk N.S. staff applies to Job Share with a teacher from another school but based in Lusk N.S., the following conditions (in addition to all the relevant requirements included in DES Circulars and as detailed in Lusk N.S. Job Sharing Policy) will apply re the other applicant:

- a) a copy of the Teacher's Curriculum Vitae, relevant Inspector's Report(s), up-to-date references and names of referees will be required
- b) The teacher will be required to attend for Interview
- c) The outline Plean Oibre should be submitted before 1st March of the preceding academic year
- d) The decision of the Board of Management in adjudicating on the suitability of the applicant for a Job Sharing arrangement will be final.
- e) Each and every Job Sharing arrangement shall be reviewed annually and the teacher from outside Lusk N.S. maybe required to attend for Interview again if a further application to continue is submitted.

Additional matters re-Inter-School Job Sharing Scheme

- In the case of an Inter-School Job Sharing arrangement appropriate consultation with the Board of Management of the partner school on all matters relating to the proposed arrangement will be an integral part of the processing of the application.
- The Board(s) of Management must process all Job Sharing Applications during the month of March. Where an Inter-School Job Sharing arrangement is being entered into, the Board(s) must indicate the school in which the job sharing teachers will be based (the Application Form contains a section in relation to this matter). The Board(s) must convey a decision in writing to the teachers before 1st April. The Board(s) must submit all approved applications to the Department before 10th April.
- The Board of Management of the host school for an Inter-School Job Sharing arrangement is considered to be the employer for both Job Sharers for the duration of the Job Sharing period and the teacher should sign a Form of Agreement with the Board of Management.

B If a member of Lusk N.S. staff applies to Job Share with a teacher from another school but based in the other school, the other school will be considered to be the teachers employer for the duration of the job share.